



Alaska Alternate Assessment Focused Overview for New Mentors

Date: Thursday, September 26, 2013

Time: 3:00-4:30 Alaska, 4:00-5:30 Oregon

EED Conference Line: [1 800 315 6338](tel:18003156338), **Code:** 2900#

Webinar Link: <https://www4.gotomeeting.com/register/388427847>

Facilitators: Aran Felix, EED; Kim Sherman, DRA; Dan Farley, DRA

CALL-IN INFORMATION

There are up to 100 participants allowed on this webinar site (GoToWebinar). We are encouraging all participants to use their computer/laptop for both audio and screen-sharing components, but calling in via telephone is also possible if necessary.

The webinar will be offered once; there will be no make-up webinars. The agenda and notes will be emailed to all Mentors and posted under the Materials Tab of the ak.k12test.com site, and you may call/email/chat with questions during the webinar.

The webinar and phone lines will open at 2:45 for participants to log in ahead of time. If you have not used GoToWebinar before, part of the registration process will involve downloading new software. Please take advantage of the opportunity to complete this download in advance and help us to begin the webinar on time, with all systems functioning. You may want to alert your district's IT team between now and the 25th, to be sure there are no firewalls or other restrictions on your system that may inhibit your involvement.

GoToMeeting *Help* documents and *How To* videos are available at <http://support.citrixonline.com/GoToMeeting/>

Please sign in with your name and district. If there are multiple participants in your district sharing one line, you can let us know their names in the chat box.

Instructions for participating:

1. New Mentors: September 26, 2013 at 3:00 PM Alaska Daylight Time.
<https://www4.gotomeeting.com/register/388427847>

Note: the webinar and conference phone lines will open at 2:45 PM.

2. You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

There is no password to attend this webinar.

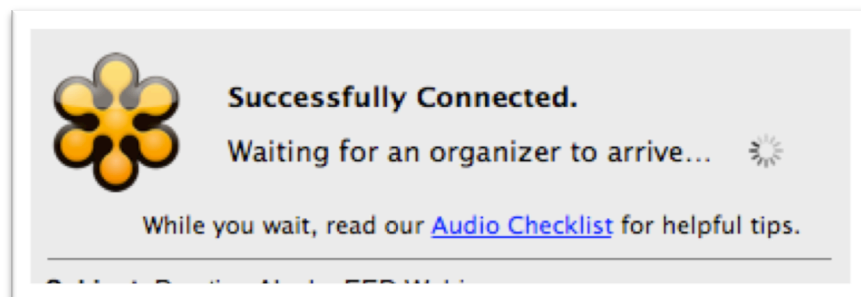
We recommend that you register for the webinar early. If you encounter difficulty, please ask your IT team for support.

Two methods to hear the webinar:

1) Use your computer's mic and speakers: If possible, join the webinar between 2:50 and 3:00. While you are waiting to join, choose Audio Checklist to be sure you are hooked up to hear and be heard.

Join the audio portion of this webinar. Audio information is provided in the Control Panel. We encourage you to select the "Use Mic & Speakers" audio function. If you do

not have this capability (more than likely because you have a desktop computer with no speakers and/or microphone), you can select the "Use a telephone" option.



2) Use a telephone: Join the conference call by calling the EED Conference Line (Number & code). While listening to the webinar, please MUTE your phone. We will ask for questions at the end of the webinar; you may un-mute at that time. In addition, if you need to walk away for a moment, please do not put your phone on hold. Simply lay the handset on the desk until you return.

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BACK UP PLAN: If neither your mic nor the phone system works for you, join the webinar and you can ask questions through the chat function online.

SYSTEM REQUIREMENTS FOR GoToWebinar

For PC users:

- Windows® 8. 7, Vista XP, or 2003 server
- Internet Explorer® 7.0 or newer, Firefox® 3.0 or newer or Chrome™ 5.0 or newer (JavaScript™ enabled. Java™ 1.6 or higher highly recommended.)
- Internet connection with cable modem, DSL or better recommended
- Dual core 2.4GHz CPU or faster with at least 2 GB of RAM recommended
- 700 Kbps or more bandwidth recommended per participant for simultaneous screen sharing, audio and video conferencing.

For Mac users:

- Mac OS® X 10.6 (or newer)
- Safari™ 3.0 or newer, Firefox® 3.0 or newer or Chrome™ 5.0 or newer (JavaScript™ enabled. Java™ 1.6 or higher highly recommended.)
- Internet connection with cable modem, DSL or better recommended
- Intel processor with 1 GB of RAM or better recommended
700 Kbps or more bandwidth recommended per participant for simultaneous screen sharing, audio and video conferencing.

For Mobile devices:

- iPhone®, iPad®, Android™ phone or Android™ tablet
- Click the link to join this meeting from your iPhone®, iPad® or Android® device via the GoToMeeting app. If prompted, select **Yes**, **Grant**, or **Trust** to accept the GoToWebinar download.

WEBINAR AGENDA

Take roll: Roll call starts at 3:00 PM, and a second roll call will occur when the webinar/teleconference finishes for districts that missed the first roll.

Aran Felix, EED, Kim Sherman, DRA and Dan Farley, DRA will use the ak.k12test.com site as an organizer for the webinar.

AKAA Site Changes for 2013-2014 (ak.k12test.com) (Kim and Dan)

NOTE: TODAY’S WEBINAR IS BEING RECORDED AND WILL BE POSTED ON BOTH THE UPDATES & CHANGES PAGE IN TRAINING AND THE NEW MENTOR TRAINING TAB

- **New Mentor tab**

- New Mentor training has moved online (no longer offered face to face)
- New Mentor training candidates must first be trained to Qualified Assessor by a QT in their own (or a neighboring) district
 - SHOW QT page in TRAINING
 - WALK through the steps (W/ QT, or districts W/O QT)
- New Mentors must complete the QA training AND the New Mentor tab training prior to attending the Annual Mentor Training in Anchorage, November 7-8, 2013.
- SHOW through of the topics in the New Mentor tab
 - OVERVIEW
 - Time required
 - Topics addressed
 - Format
 - Slides/Script documents
 - SHOW each of the four topics
- REPEAT requirement to 1) become or refresh QA status, then 2) complete New Mentor training (all four topic areas) BEFORE attending Annual Mentor Training November 7 – 8.
- REPEAT additional requirement to train another educator to QA status, and where those steps are located.

- **Refresher Rules**

- All users who refresh training each year will automatically be offered the refresher training and refresher proficiency tests.
 - After successfully completing training and proficiency testing, the system will automatically upgrade RETURNING users to last year’s status.
 - Mentors will need to upgrade NEW AITs’ status after training.
- If a returning user does not pass the refresher proficiency test within two tries, the QT must contact DRA helpdesk. The user will be reset to complete the full training and full proficiency tests.
 - ***NOTE: Users may “look up” the answer while taking the proficiency tests.***

- Users who skip a year of training will be reset to the full training and full proficiency testing opportunity.
- **Materials tab redesign**
 - Columns
 - Explanation of Answers location, use
 - SECURE TESTS.
- **Two types of practice tests**
 - Training Practice Tests
 - Use in training new assessors to QA status
 - Does not need to be administered after first year of training
 - Recommended for users who have not trained or administered AA in 2 or more years
 - Student Practice Tests
 - Longer, multiple samples of item types, covers all grade bands
 - Teachers and Assessors use for practice with students
 - So student is familiar with the Alternate Assessment format
 - So student may learn to use accommodations in testing
 - So Assessor/instructor can become familiar with the assessment and the student taking the assessment
- **Roles & Responsibilities**
 - **DTC:** The District Test Coordinator is responsible for all phases of formally assessing students in the district.
 - **Lead QT:** Chosen by DTC to serve as liaison between district and EED; attends Annual Mentor Training and shares information with colleagues. ***Note: EED will reimburse districts for one QT to attend Annual Mentor Training.***
 - **QT:** Responsible for training Qualified Assessors, often also administers alternate assessments to students.
 - **QA:** Qualified Assessors participate in online training, may administer and score assessments, and enter the scores into the ak.k12test.com site.
 - **AIT-** Assessors-in-Training are school personnel (administrators, teachers, paraprofessionals) who are in the beginning stages of becoming a qualified assessor. All returning users are reset to AIT status at the start of the year. After completing required training and proficiency testing, returning users will be automatically upgraded to their most recent status level.

Assessment updates (Aran)

- **Alaska membership in national consortia**
Alaska has joined three consortiums: Smarter Balance Assessment Consortium (SBAC) for general education students; Dynamic Learning Maps (DLM) for students with significant cognitive disabilities; and Assessment Services Supporting ELs through Technology Systems (ASSETS) for English language learners.

New standards and assessments for alternate assessment are being developed by this consortium. Ways to be involved now:

- **Participation in Item Review:**
Educators are invited to participate in Item Reviews (Content and Bias/Sensitivity). These reviews will be conducted virtually with no travel involved. One CEU of credit per 15 hours of review time will be available from EED. Contact Aran Felix at aran.felix@alaska.gov if you are interested in credit. Reviewers select the number of reviews to participate in. To volunteer as a panelist, complete the survey at https://kansasedu.qualtrics.com/SE/?SID=SV_9Hr3aA6OBy2AqDX **no later than September 30**. DLM will notify volunteers by November 1.
- **New Extended Standards (AK-DLM Essential Elements for students with significant cognitive disabilities):**
Begin using the Essential Elements in the classroom to guide instruction. The Essential Elements will replace the Extended Grade Level Expectations. The Essential Elements will be posted on the EED Alternate Assessment website: <http://education.alaska.gov/tls/assessment/alternate.html>
- **Field Testing:**
Teachers of students eligible to take alternate assessments are strongly encouraged to participate in all three voluntary field test windows in spring 2014. Each field test will present different items. Volunteers may participate in one or all field tests.
 - Field Test #1 - January 15 - 31, 2014
 - Field Test #2 - March 17 - April 11, 2014
 - Field Test #3 - May 1 to the end of the school year
- **Important Dates Calendar** - Located on <https://ak.k12test.com/>, Training Tab, Calendar of Events, and attached.

Final Questions and Wrap up

- **Problems?** Help Desk opens on September 23rd. Call Sevrina Tindal, 1-800-838-3163, or email: sevrina@dillardresearchassociates.com
- **Final roll call of districts who signed in after 3:30 PM**